

POST Academy

Communications Application Packet Checklist

In order to be considered for acceptance, all required documents must be returned to the POST Academy Coordinator prior to the start of the Academy session applied for.

EACH APPLICANT MUST MEET AND SUBMIT THE FOLLOWING CRITERIA:

- 1. Notice of Employment (Must have employment date and department head signature.)
- 2. Must be a citizen of the United States.
- 3. High School Graduate, or GED equivalent, or have completed 15 academic college credits.
- 4. Employment History. Applicant must have two or more years of responsible work experience following high school graduation.
- 5. Two Fingerprint cards submitted. Fingerprint clearance by the Idaho State Police/BCI and the FBI.

A conviction or withheld judgment for any local, state, or federal crime may be grounds for rejection. If you have ever been arrested or convicted of any crime please submit the following:

1. A written explanation regarding each offense.
2. A letter from your agency head advising that they are aware of your conviction(s) and are requesting a waiver on your behalf.
3. A copy of all police reports, citation information, court records, judgments or court orders.

These items must be submitted for a waiver to be processed or submitted to the POST Council for consideration.

- 6. Valid drivers license from the state of residence with no record of habitual violations (five or more) during the three years immediately preceding application to the Academy.
No record of suspension, DUI conviction, or withheld judgment during the two years immediately preceding application to the Academy. If you have a driving record with these type of convictions and it has been 2 years or more since the conviction you may be eligible for a waiver. Please submit the following:
 1. A written explanation regarding each offense.
 2. A letter from your agency head advising that they are aware of your conviction(s) and are requesting a waiver on your behalf.
 3. A copy of all police reports, citation information, court records, judgments or court orders.

These items must be submitted for a waiver to be processed or submitted to the POST Council for consideration.

- 7. DD-214 -If you have military service, submit a copy of your DD-214.
- Per IDAPA 11.11.01.051 Character: *“The POST Council may take into consideration the commission of any act or offense involving moral turpitude to ensure an applicant is of good moral character and warrants the public trust. The purpose of this requirement is to prohibit persons who engage in dishonest, unprofessional, unethical, or immoral conduct from becoming law enforcement officers and to protect against acts or conduct which may endanger the safety and welfare of the public.”*